

Detailed Gratuity Sheet for Employee Records

Employee Details

Employee Name	John Doe	Employee ID	EMP-0258
Designation	Senior Accountant	Department	Finance
Date of Joining	12-May-2016	Date of Leaving	18-Apr-2024
Total Service	7 yrs 11 months	Last Drawn Basic Salary	\$3,000

Gratuity Calculation Details

Sr. No.	Description	Value
1	Eligible Service (Years)	7
2	Last Drawn Basic Salary \times 15/26	\$1,730.77
3	Gratuity Amount (Formula: Last Drawn Salary \times 15/26 \times No. of Years)	\$12,115.39
4	Maximum Limit (as per Gratuity Act)	\$25,000
5	Gratuity Payable	\$12,115.39

Approvals & Acknowledgement

Prepared By	Emma Brown	Date	22-Apr-2024
Checked By	Samuel Lee	Date	23-Apr-2024
Approved By	Monica Patel	Date	25-Apr-2024

Important Notes

- The gratuity calculation follows the Gratuity Act, with the maximum limit as prescribed by law.
- This sheet is for internal employee records and should be updated with the latest salary and tenure data.
- Signature and approval from authorized personnel are mandatory.
- Any discrepancies should be reported to the HR department immediately.
- Retain a copy of this sheet in both digital and physical formats for future reference.